

City of Roswell
Code Enforcement Department
421 N. Richardson, Roswell, NM
575-637-6297 fax - 575-624-6818
Oversize Load Permit - Sign off List

Authorized Agent: _____

Agent Address: _____

Contact Person: _____ Phone # _____

Date of move: _____ Permit # _____

Moving Structure from / to: _____

Proposed Route: _____

_____ (use back page if needed)

Anticipated traffic / utility disruption: _____

Police Department
or Escort Service: _____
RPD 575-624-6770

Name	Title	Date
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Telephone Company: _____
Qwest
Mike McGarr 575-937-8261 / 575-5077

Name	Title	Date
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Gas Company: _____
NMGC
Mike Ferguson 575-625-6356 / 575-625-6373

Name	Title	Date
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Electric Company: _____
Xcel
Jim Worley 575-625-5919

Name	Title	Date
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TV Cable Company: _____
Cable One
Dave Ashlyn 575-626-4961 / 575-623-2391

Name	Title	Date
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Return this form to Code Enforcement when completed

City of Roswell
Code Enforcement Department
Procedures for Moving Houses or Large Loads

A permit is required to move a house or oversize load from point A to point B within the city limits of Roswell; or from outside the city limits to a location within the city limits; or from within the city limits to a point outside the city limits; or passing through the city limits of Roswell; or any time the State of New Mexico Motor Vehicle Division requires an escort.

Prior to the issuance of a permit:

- Give minimum of 72 hours notice to city & utility companies
- Provide proof of insurance
- Route description along with reasonably anticipated traffic / utility disruption
(Only deviation from the proposed route will be those beyond the control of the licensed mover.)
- Make arrangements with Roswell Police Department or escort service
- Complete sign off list and submit with \$50.00 fee (additional \$100.00 if police department is being utilized) paid to the City of Roswell

<p>If a city police officer is utilized, the fee will be \$100.00 (in addition to any other fees required by the city of Roswell or other local, state or federal agencies). The fee will be paid prior to the load being moved through or within the city limits of Roswell.</p>
